



CODE COMPLIANCE EXTENSION REQUEST APPLICATION



In order for an extension of a code compliance due date to be considered, a completed application must be submitted for review and approval by the Director of Code Enforcement. Please submit the application at least five days before the original due date. Pursuant to the Code Enforcement Fee Schedule approved by the Alexandria City Council, a fee of \$35 must accompany this application. This is a non-refundable administrative fee for the processing of the request. Please make checks payable to the City of Alexandria and reference the case number (starts with CMP) and address of the cited property on your check. Each case number must have a separate application.



Application Date _____ Case Number: CMP _____ Check # _____

Date of Issued Violation Notice _____ Original Compliance Date _____

Property Address _____

Property Owner _____

Person Applying for Extension is: ☐ owner ☐ tenant ☐ other - _____

Name of Applicant if Different from Owner _____

Contact Telephone Numbers: Work _____ Home _____

Cell Phone _____ FAX _____

Reason For Extension Request _____

New Compliance Date Requested _____ (not to exceed 30 days from original compliance date)

Inspector's Recommendation: ☐ Approve ☐ Deny - explain _____

Based on the information provided, this request has been ☐ approved ☐ denied ☐ amended as follows _____ . The new compliance date is _____ .

_____/_____

Director of Code Enforcement

Date

Note: Failure to comply with a Notice of Violation issued pursuant to the Virginia Maintenance Code or Fire Prevention Code may result in criminal or civil sanctions as prescribed in Title I, Section 8-1-6 of the Code of the City of Alexandria.

For Office Use Only			
Check #	Date Received	Date Deposited	Eng Aide